

Funeral Directing Intern Documentation Required for Licensure

- ☐ Application and fee (\$120). **All application fees are nonrefundable.** To apply, do one of the following:
 - 1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 - 2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Mortuary Science:
http://idph.iowa.gov/Portals/1/Files/Licensure/ms_app_form.pdf.
- ☐ Educational Requirement - Official academic transcripts sent directly to the Board office from the educational institution verifying completion of:
 - 1. A minimum of 60 hours at a regionally accredited college or university with a minimum of a 2.0 or a "C" grade point average. The 60 semester hours used to fulfill this requirement cannot include technical mortuary science courses, AND
 - 2. A program in mortuary science from a school accredited by the American Board of Funeral Service Education, AND
 - 3. A college course of at least one semester hour or equivalent in current Iowa law and rules covering mortuary science content areas including but not limited to Iowa law and rules governing the practice of mortuary science, cremation, vital statistics, cemeteries and preneed.

Note: Foreign-trained applicants should contact the Board office for educational requirements.
- ☐ Examination Requirement - A certificate of examination evidencing proof of passing both the arts and sciences examination issued by the International Conference of Funeral Service Examining Boards, Inc. Applicants licensed prior to 1980 are exempt from showing a passing grade on the national exam.
- ☐ Preceptor Requirement - Notarized preceptor application, completed by the preceptor:
<http://idph.iowa.gov/Portals/1/Files/Licensure/Preceptor%20Applications.pdf>.